

**EXECUTIVE SUMMARIES FORMAT**  
**For**  
**NGA Mentor-Protégé Program**

**EXECUTIVE SUMMARIES** can be submitted for consideration any time during the first three quarters of each Fiscal Year (FY) from FY 2007 through 2010. During 4<sup>th</sup> Quarter of each FY, a pre notification to the SBPO Director is required of your interest in the program to ensure funding is budgeted by OSD for the coming FY.

**CONTENT AND FORM OF SUBMISSION:** Mentors are required to submit 1 softcopy via email to small [business@nga.mil](mailto:business@nga.mil). The executive paper shall not exceed 3 pages, single spaced with a font no smaller than 12 pitch summarizing their proposed mentoring approach. The purpose of the executive paper is to preclude proposed developmental assistance not consistent with program objectives as described in **paragraph B**, and unnecessary bid and proposal cost. The executive paper shall be structured and completed as follows:

Section A: Mentor Company Name & POC Contact Information; Protégé Company Name & POC Contact Information; School Name & POC Contact Information.

Section B: Protégé Company Info – Provide description of the protégé company to include core business, and small business status/eligibility. If applicable, provide protégé's previous participation in the DoD MP Program.

Section C: Provide description of mentor's current/past relationship with the protégé.

Section D: Indicate if this is your first Mentor Protégé agreement with NGA.

Section E: Provide anticipated approach, description, and timeline of the technology transfer, business and technical development, and infrastructure assistance proposed to the protégé.

Section F: Provide description and required capabilities of the Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs), Procurement Technical Assistance Centers (PTACs), and/or Small Business Development Centers (SBDCs) role in Section D above.

Section G: Provide description of the benefits to the DoD/NGA and the anticipated benefits to the protégé. Include past or present capabilities that could benefit NGA.

Section H: Describe any past or present capabilities that could be useful to other DoD or Federal Agencies.

Section I: Provide anticipated mentor subcontracting to the protégé.

Section J: Provide an estimated value and period of performance for the proposed developmental technical and business assistance.

